



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BH/DID PROGRAM ADMINISTRATOR

Job Number: 20000991

Job Code: 41780V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 08/16/2009

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and supervises a clinical and/or administrative program and/or operations for a facility, a facility alternative, or within BHDID Central Office for persons with intellectual disabilities and/or behavioral health problems; and performs other duties as required

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in the administration or management of institutional activities, BHDID Central Office, community, or agency programs.

Substitute EDUCATION for EXPERIENCE:

A master's degree in behavioral health, disability or a health related field (such as human services, psychology, nursing, health administration, substance abuse, special education, rehabilitation, social work, sociology) will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional professional experience in the management and/or administration of a clinical or administrative program, program analysis, financial analysis, or general administration of activities within a facility/institutional/community setting or central office will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides direction, integration and coordination of services with departments, sections or providers which have a program or activity designed to benefit the individuals served. May supervise employees associated with the program. Coordinates all of the therapeutic functions of the institution or coordinates the authorization of support plans, incident follow-up, provider certification and programmatic utilization review. Consults with public and private agencies, regional boards and other community organizations for the purpose of maintaining community relations concerning intellectual disabilities or behavioral health problems as well as general health care services. Establishes standards for statewide clinical, rehabilitative or community support services. Evaluates the effectiveness of program services. Establishes/monitors policies and procedures related to programs, Coordinates referrals for admission, discharge, and respite care, or initiates and coordinates service approvals and terminations. Monitors and evaluates clinical, rehabilitative or community support services in facilities or community settings. Prepares routine, special and technical reports on activities of the program. May provide budgetary oversight.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works primarily in an office setting within a behavioral health or intellectual disabilities program.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.